



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

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Records and Information Management Services

State Agency Specific Schedules For SOS-Professional Licensing Boards

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Applications: Withdrawn, Declined, Failed, and Pending		10 years		Temporary- Short Term		228
Approved Applications for Licensing Registration	Documents relating to applying for a professional or trade license or registration	61 years	O.C.G.A. 43-1- 1(A)(1)	Temporary- Long Term		89-072
Closed Schools of Nursing Records Files	Documents relating to student records forwarded to the Board of Examiners of Nurses of Georgia by a nursing school when it closes its doors and ceases to function	10 years		Temporary- Short Term	Transfer to Archives for permanent retention	459

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Criminal Records of Private Detective Report Files	Documents relating to background checks made on private detective's or security guard's license applications	5 years		Temporary-Short Term		81-337
Examination Grade Sheets	Documents relating to test scores in conjunction with application for licensure of individuals in the state-regulated trades and professions	100 years		Temporary-Long Term	Transfer to Archives for permanent retention	226-A
Examination Paper Files		2 years		Temporary-Long Term		203
Examining Boards Business Inspection Report Files	Documents relating to routine inspections performed by inspectors	2 years		Temporary-Short Term		134-A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Fingerprint Cards (Private Detective and Security Guards)	Documents relating to recording the fingerprints of applicants for license as Private Detectives and Security Guards for GBI & FBI clearance	6 months	O.C.G.A. 43-38	Temporary-Short Term		87-34
Inactive Cosmetology Trainee File Folders and Inactive Examination Applicants	Inactive trainee's folders	40 years		Temporary-Long Term		158
Investigation and Hearings Files	Documents relating to investigations or hearings in connection with individuals or firms licensed by the various boards	2 years		Temporary-Short Term	Transfer to Archives for permanent retention	200-A
Licensee's Correspondence to Board Files	Correspondence between licensees, prospective licensees, and citizens and the various Boards	1 year, 6 months		Temporary-Short Term		73-62

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Notification of Continued Education Forms	Documents relating to reviewing licensees to determine if they have met educational requirements	5 years		Temporary-Short Term		77-192
Pest Control Business License File	Documents relating to licensing, registering employees, and inspecting pest control businesses	5 years		Temporary-Short Term		75-215
Pest Control Certified Operators Case Files	Documents relating to licensing of individuals as pest control certified operators	2 years		Temporary-Short Term	Transfer to Archives for permanent retention	152-A
Pharmacy, Drugstore, or Hospital Pharmacy License Renewal Files	Documents relating to renewing licenses to operate pharmacies, drug stores or hospital pharmacies	40 years		Temporary-Long Term		76-282

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Receipt Book Files		5 years		Temporary-Short Term		175
Schools of nursing annual reports	Documents relating to annual reports	2 years		Temporary-Short Term	Transfer to Archives for permanent retention	299
Trade/Professional Licensee's Renewal Files	Documents relating to notification of individuals requirement to renew a professional or trade license	5 years		Temporary-Short Term		73-379
Veterans Preference Form Files		100 years		Temporary-Long Term		204